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The Federal Government and The Provincial Government



serving Ontario's Youth

introduction

The Federal and Provincial Governments have developed a number of employment programs and services for Ontario's young people. "Serving Ontario's Youth" has been jointly prepared to give you a quick index to these initiatives. This resource book will outline the various employment programs and services we provide. Each of the programs listed here is described in greater detail in its own individual guidebook. To obtain these guidebooks, please direct enquiries to the *Information Contact* listed under each of the program outlines.

This brochure has been prepared by the Canada Employment and Immigration Commission and the Ontario Youth Secretariat.

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Summer Youth Employment Program



Canada Employment and Immigration Commission

DESCRIPTION

This program is a consolidated federal student summer employment program which creates meaningful work for students by financing socially useful projects. It is comprised of three streams:

- projects sponsored by non-profit organizations;
- projects sponsored by local governments; and
- project proposals initiated by federal government departments and agencies and may be sponsored by organizations or individuals.

NUMBER OF POSITIONS

70,000 across Canada including 18,000 in the Cadet and Reserve Training Program.

QUALIFICATIONS

Each project has its own criteria. Preference is given to students.

RATE OF PAY

Project supervisors—up to 50% above the Provincial minimum wage
Project employees—Provincial minimum wage

TIME FRAME

May—September

APPLICATION PROCEDURE

Individuals should register with their Canada Employment Centre or Canada Employment Centre for Students. Project sponsors hire project employees through these offices.

INFORMATION CONTACT

Local Canada Employment Centre or Canada Employment Centre for Students

Ontario Experience '80 Program

Ontario Youth Secretariat

DESCRIPTION

Experience '80 offers the young men and women of Ontario a wide range of experience-based employment opportunities in the broad areas of culture, recreation, social services, education and environment. The program is administered through the Provincial Ministries and associated agencies. Some of the 90 Experience components being offered in 1980 include: Student Venture Capital, Agricrew, Students in Personnel, Legal Aid Clinics, Native Students Program and the Ontario/Quebec Exchange Program. All 90 components are detailed in the Experience '80 Program brochure.

NUMBER OF POSITIONS

10,450

TIME-FRAME

May–September

QUALIFICATIONS

Vary in nature, depending upon the position.

RATE OF PAY

Provincial minimum wage.

APPLICATION PROCEDURE

The program guidebook and application forms are distributed to all high schools, post-secondary placement offices and Canada Employment Centres throughout the province. Interested candidates should send their applications to the appropriate Ministry.

DEADLINE

For post-secondary employment: April 1, 1980.
For all others: April 16, 1980.

INFORMATION CONTACT:

Ontario Youth Secretariat
Ontario Experience '80
Box 224
Queen's Park
Toronto, Ontario
M7A 1Z1

Career-Oriented Summer Employment Program

Public Service Commission of Canada

DESCRIPTION

Under the Career-Oriented Summer Employment Program, challenging summer employment is arranged in a number of federal departments and agencies, in locations throughout Canada. For some jobs, students must be willing to relocate. These career-oriented assignments provide students opportunities to look at career possibilities that may be open after graduation, as well as providing potential employers in the federal government with the opportunity to see students at work.

Opportunities include:

- Geological Survey of Canada-Summer Program
- Surveys and Mapping Branch-Summer Program
- Student Customs Officer Program
- as well as various other positions in federal departments and agencies.

NUMBER OF POSITIONS

Varies.

QUALIFICATIONS

Vary with the department and the position. Programs are open to full-time students at universities, colleges, CEGEPs or technical institutes, continuing studies in 1980.

RATE OF PAY

Varies with the position.

TIME-FRAME

May and June to late August or early September.

APPLICATION PROCEDURE

Applications are submitted on the Career-Oriented Summer Employment forms to campus placement offices or to the Public Service Commission regional staffing office.

DEADLINE

Recruiting takes place from late January to early June and students are encouraged to apply early to ensure full consideration of their application.

INFORMATION CONTRACT

Post-Secondary Recruitment Division,
Public Service Commission of Canada,
15th Floor, l'Esplanade Laurier,
300 Laurier Avenue West,
Ottawa, Ontario
K1A 0M7

Public Service Commission of Canada,
Ontario Regional Staffing Office,
Suite 110,
180 Dundas Street West,
Toronto, Ontario
M5G 2A8
or your Campus Placement Office

Regular Summer Hiring



Ontario Ministries

DESCRIPTION

Each summer, the Provincial Ministries and associated agencies provide jobs to help deliver their services during the summer months. The work may be technical, labour oriented, clerical or professional in nature.

NUMBER OF POSITIONS

Approximately 8,500

QUALIFICATIONS

Vary depending upon the position.

RATE OF PAY

Varies depending upon the position.

TIME-FRAME

May-September. Varies depending upon the position.

APPLICATION PROCEDURE

Interested candidates should apply to the Ontario Ministry in which they are interested. The addresses for each Ministry are in local telephone directories under GOVERNMENT—ONTARIO

DEADLINE

Applications should be submitted in early Fall.

INFORMATION CONTACT

Ontario Civil Service Commission
Queen's Park
Toronto, Ontario
M7A 1Z5
or
Personnel Department of Ontario Ministries.

Native Youth Internship Program



Canada Employment and Immigration Commission

DESCRIPTION

This program is designed to increase summer employment opportunities for Indian/Metis youth by hiring them to work in various facets of the Canada Employment and Immigration Commission. Some youth work as Student Placement Officers in Canada Employment Centres for Students and others work in a variety of positions in regular Canada Employment Centres. All jobs are intended to broaden and enhance the participants' experience, skills and knowledge. Incumbents are eligible for internal competitions while employed in the program.

NUMBER OF POSITIONS

41 in Ontario in 1979. Increased numbers for 1980.

QUALIFICATIONS

Applicants must be Indian/Metis youth between the ages of 16 and 25.

RATE OF PAY

Varies according to type of work being done.

TIME FRAME

May—September

APPLICATION PROCEDURE

Contact the local Canada Employment Centre.

INFORMATION CONTACT

Local Canada Employment Centre, or:
Native Services
Canada Employment and Immigration Commission
Ontario Region
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Ontario Career Action Program (O.C.A.P.)



Ontario Ministry of Colleges and Universities

DESCRIPTION

This program offers young people, who have left the education system, opportunities to gain work experience and to develop job skills. Work and training in a wide variety of employment fields are provided in both the private and public sectors on a year round basis. O.C.A.P. trainees receive a weekly training allowance for a maximum of 16 weeks of employment.

NUMBER OF POSITIONS

1979—6,000. 1980—to be determined.

QUALIFICATIONS

Young people, 16 to 24, who have been out of school for at least three months and who have been unemployed for a minimum of three months.

RATE OF PAY

Participants receive a weekly training allowance of \$100.00.

TIME-FRAME

Year-round.

APPLICATION PROCEDURE

Applications can be obtained from your local community college or Canada Employment Centre.

INFORMATION CONTACT:

Ontario Career Action Program
Ministry of Colleges and Universities
2nd Floor, 32 Grenville Street,
Toronto, Ontario
M4Y 1A3

Canada World Youth



Canadian International Development Agency

DESCRIPTION

This seven month exchange program offers young Canadians learning and developmental experiences through voluntary work projects in select Canadian communities and developing countries in Africa, Asia or Latin America.

NUMBER OF POSITIONS

110 in Ontario.
A limited number of positions are available for Field Staff who will oversee and co-ordinate the work of the other participants.

QUALIFICATIONS

Applicants must be Canadian citizens or permanent residents. Participants must be between the ages of 17 and 20 and field staff must be over 21.

RATE OF PAY

Costs of food, lodging and transportation, as well as some pocket money are provided by Canada World Youth. Field Staff are paid at the rate of \$1,080/month for co-ordinators, and \$930/month for group leaders, with travel and other incidentals also covered.

TIME-FRAME

Program A begins in July—Program B begins in September. Field Staff begin working in April and May for Program A, and in June and July for Program B.

APPLICATION PROCEDURE

Applications for the 1980-81 Canada World Youth Program are available from: local Canada Employment Centres, all high schools, universities and community colleges, or directly from the Canada World Youth Ontario office.

APPLICATION DEADLINE

Field Staff
Program A—February 1
Program B—March 28

Participants
Programs A and B—
March 28

INFORMATION CONTACT

Ontario Regional Office
Canada World Youth
627 Davenport Road,
Toronto, Ontario
M5R 1L2

Ontario Youth Employment Program (O.Y.E.P.)



Ontario Ministry of Intergovernmental Affairs/Ontario Youth Secretariat

DESCRIPTION

The Ontario Youth Employment Program operated for a 26 week period in 1979, enabling Ontario's farm and business communities to create 44,000 employment opportunities for young people. The program offered employers a \$1.25 per hour subsidy towards the wages of young people, who were hired for newly created jobs. The target for 1980 is to create 50,000 new jobs.

At the time of publication, details on the operation of the O.Y.E.P. program for 1980 are not available.

Canadian University Service Overseas (CUSO)



Canadian International Development Agency

DESCRIPTION

The primary purpose of this non-governmental, charitable organization is the recruitment and selection of qualified Canadians for postings in response to specific requests from Third World governments and agencies. CUSO participants are generally more concerned with contributing to the development of Third World countries and participating in a learning experience than in monetary gain.

NUMBER OF POSITIONS

At any given time there are a total of 200 to 300 overseas openings in the fields of agriculture, trades, engineering, health, business and education.

QUALIFICATIONS

A demonstrated skill in a particular field, or academic or skill qualifications in the form of a degree or trade papers. Demand for skills varies with the countries involved and their particular needs.

RATE OF PAY

Equal to that earned by a similarly qualified and experienced host national doing the same job. Travel and medical costs are met by CUSO.

TIME FRAME

Year-round

APPLICATION PROCEDURE

Selection is made on the basis of several references, transcripts and a personal interview. Postings are made in response to a country's identified needs.

INFORMATION CONTACT

Canadian University Service Overseas,
33 St. George Street,
Toronto, Ontario,
M5S 1A1

INFORMATION CONTACT

As above, or your local Canada Employment Centre or Canada Employment Centre on Campus.

Junior Conservationist Award Program



Ontario Ministry of Natural Resources

DESCRIPTION

Covering a seven week period, the program encompasses a wide range of projects designed to develop a young person's appreciation of the concepts of resource management. Activities which are carried out in cooperation with Ontario's Conservation Authorities include studies in watershed management, pollution, soil erosion, forestry, wildlife management, and environmental education.

NUMBER OF POSITIONS

35

QUALIFICATIONS

Participants must have reached their 16th birthday but not have turned 19 by June 30. All applicants must have demonstrated an interest in conservation by active membership in a conservation agency and must be sponsored by such an agency, e.g. 4-H Clubs, Nature Clubs, Sportsmen's Clubs, Boy Scouts, Girl Guides and Conservation Authorities.

RATE OF PAY

\$10.00 per day, 6 day week, plus room and board.

TIME-FRAME

July and August

APPLICATION PROCEDURE

Interested candidates should contact their sponsoring agency or:

The Director,
Conservation Authorities and
Water Management Branch,
Ministry of Natural Resources,
Toronto, Ontario
M7A 1W3

DEADLINE

April 1, 1980.

INFORMATION CONTACT:

Same as above.

Open House Canada



Secretary of State

DESCRIPTION

This program is designed to provide Canadians between the ages of 14 and 22 with opportunities to meet each other and to better understand another region of Canada. It funds reciprocal exchanges between groups of young people from all parts of the country for a minimum of five days.

Open House Canada offers three types of exchanges:

- between groups speaking different official languages and resident in different provinces;
- between groups speaking the same official language, but resident in different provinces;
- between groups speaking different official languages, but resident in the same province.

NUMBER OF PARTICIPANTS

Approximately 20,000 across Canada.

QUALIFICATIONS

All group members must be Canadian citizens or permanent residents between the ages of 14 and 22, have a Social Insurance Number and pay a \$10.00 fee to Open House Canada.

RATE OF PAY

Since this is a cultural exchange, there is no salary involved. The program reimburses participants for their approximate total travel costs.

TIME-FRAME

Year-round.

For further Information and Applications contact:
Open House Canada
Department of the Secretary
of State
Ottawa, Ontario
K1A 0M5
1-819-994-1313

Junior Ranger Program

Ontario Ministry of Natural Resources

DESCRIPTION

This program provides the youth of Ontario with opportunities to acquire a knowledge of the management of natural resources through a working and learning experience. Work assignments vary from planting tree seedlings, cleaning and developing water access points, to improving campsites and cutting out portages.

NUMBER OF POSITIONS

1,800

QUALIFICATIONS

Participants must be 17 years of age, and not yet 18 on August 31, resident in Ontario and enrolled in secondary school.

RATE OF PAY

Junior Rangers receive free board and lodging plus a basic wage of \$10 per day, six days a week.

TIME-FRAME

July and August.

APPLICATION PROCEDURE

The program's guidebook is distributed to all high schools, Northern Affairs offices and the Ministry of Natural Resources district offices throughout the province. Interested candidates should contact the Ministry of Natural Resources to obtain an application form.

DEADLINE

February 1. Apply as soon as possible after September 1.

INFORMATION CONTACT:

Junior Ranger Program
Personnel Services Branch,
Ministry of Natural Resources,
Whitney Block,
Queen's Park,
Toronto, Ontario
M7A 1W3

International Youth Exchange Programs

Canada Employment and Immigration Commission

DESCRIPTION

These programs involve several different exchanges to various countries. Young Canadians are offered opportunities to gain a working experience for a period varying from the summer months to one year.

NUMBER OF POSITIONS

Approximately 2,500 Canadians in 1979.

QUALIFICATIONS

Applicants must be Canadian citizens between 18 and 30 years of age and be in good health, as well as meeting the specific requirements for each exchange.

Many of the programs are for post-secondary school students.

RATE OF PAY

Varies according to the job and the country involved.

TIME-FRAME

Varies. Some exchanges are during the summer only, while others may last up to one year.

APPLICATION PROCEDURE

Contact your local Canada Employment Centre or Canada Employment Centre on Campus for further details on application procedures for specific countries.

INFORMATION CONTACT

Canada Employment Centre or Canada Employment Centre on Campus.

Involvement in Municipal Administration (IMA)

Ontario Ministry of Intergovernmental Affairs

DESCRIPTION

This program is aimed at providing summer work experiences for students interested in careers in local government, either as community planners or as administrators.

NUMBER OF POSITIONS

1980—300 positions

QUALIFICATIONS

Eligible students should be enrolled in urban/regional planning, public/business administration, urban geography, political science, economics or commerce at the university or community college level. Their course of study must have a significant component applicable to local government.

RATE OF PAY

Varies. The Ministry provides subsidies up to \$125 a week per youth to municipalities and planning boards to hire students during the summer for 10—20 weeks.

TIME-FRAME

Summer positions—May to August. Co-operative positions January—March and September—December.

APPLICATION PROCEDURE

Municipalities and planning boards who wish to employ students under the IMA Program may request Canada Employment Centres to refer eligible candidates. Students who wish to participate in the program should contact the IMA liaison person in their community college or university.

DEADLINE

April 15, 1980.

INFORMATION CONTACT:

Subsidies Branch,
Ministry of Intergovernmental Affairs,
22 Wellesley Street West,
Toronto, Ontario M7A 2R8

Note: Municipalities will get application forms before March 1.

Students Training in Industrial Relations



Ontario Ministry of Labour

DESCRIPTION

This program's objective is to provide practical exposure in the field of industrial relations.

Students are hired by the Ministry and placed throughout the province with sponsoring organizations, companies, unions, law firms and consulting firms.

NUMBER OF POSITIONS

55

QUALIFICATIONS

Primarily open to senior university and community college students with experience in industrial relations and an academic background in the area of law, business administration, commerce, or finance.

RATE OF PAY

\$170.00 per week (under review)

TIME-FRAME

May 8—August 22

APPLICATION PROCEDURE

Applications are to be made on Ministry of Labour summer student application forms. Students are also requested to provide academic references and outlines of their career objectives.

Applications are to be sent to the Ministry of Labour in Toronto.

DEADLINE

December 31, 1979 (for '80 program)

INFORMATION CONTACT

Ministry of Labour
STIR Program, 2nd Floor,
400 University Avenue,
Toronto, Ontario,
M7A 1T7

services

Canada Employment Centres for Students



Canada Employment and Immigration Commission

DESCRIPTION

In response to the numbers of young people who look for summer employment each year, the Commission operates 130 Canada Employment Centres for Students across Ontario. Last summer we assisted some 123,000 students to find employment. Offices open in February to provide local youth with information on all summer jobs available, including those with the Ontario Government's Experience '80 program and the Canada Summer Youth Employment Program. The centres are managed by recent post-secondary graduates and staffed by post-secondary school students who are called Student Placement Officers. In addition to providing information and advice on summer employment, the offices actively seek out job openings and refer suitable students to employers. They are also the referral agency for all non-career oriented summer jobs with the federal government.

INFORMATION CONTACT

Call the local Canada Employment Centre to find out the location of their Canada Employment Centre for Students.

Ontario Youth Secretariat



Ontario Secretariat for Social Development

DESCRIPTION

The Ontario Youth Secretariat (OYS) was established in 1972 to help government recognize and appropriately act upon the concerns and needs of Ontario's youth. It reports to the Honourable Margaret Birch, Provincial Secretary for Social Development. Day to day direction is provided by the Parliamentary Assistant to the Provincial Secretary, Mr. Terry D. Jones.

The Ontario Youth Secretariat is actively involved in the following areas:

Information Services

The OYS provides information to young people and youth serving agencies on government programs and policies, employment statistics, job search techniques and community services. This information is disseminated through OYS publications and through seminars conducted for secondary schools and youth serving organizations. Conversely, the OYS provides government with information on the concerns and activities of the province's youth.

Employment Initiatives

The OYS has helped launch the following youth employment initiatives: the Experience Program, the Ontario Youth Employment Program (OYEP) and the Ontario Career Action Program (OCAP) all of which are outlined in this brochure. All three programs are aimed at giving young people valuable work experience that will help them obtain full-time employment.

Special Projects

The OYS sponsors Ontario Career Week. During this week young people are encouraged to take a closer look at careers that interest them. The week's activities let them know where to go to get information about these careers. Career Week is made possible through the assistance of many agencies, high schools, universities and community colleges. Together they help young people find out about preparing themselves for the career they want. In addition, the OYS is developing the Ontario Secondary School Cooperative Education Program. This program provides high school students with temporary jobs within government which help them in the transition to the working world.

For further information on our publications, programs or services write:

Ontario Youth Secretariat
Box 224,
Queen's Park,
Toronto, Ontario
M7A 1Z1



An agency of the Ontario Government.
Working for youth. Working for you.

Canada Employment Centres— Services to Youth.

Canada Employment and Immigration Commission

DESCRIPTION

In Ontario, each Canada Employment Centre offers an intensified service to youth to ease their entry into the labour market and provide specialized counselling and referral to youth-related programs and services.

INFORMATION CONTACT

Canada Employment Centre
Youth Counsellor

Canada Farm Labour Pools

Canada Employment and Immigration Commission

DESCRIPTION

Specialized employment services for the agricultural industry are provided by Canada Farm Labour Pools. Individuals interested in seasonal or full-time agricultural employment should contact their nearest Pool Office.

INFORMATION CONTACT

Permanent Canada Farm Labour Pool offices are located in the following Ontario centres:

Athens	Fergus
Aylmer	Leamington
Belleville	Owen Sound
Brighton	Port Perry
Bowmanville	St. Eugene
Cayuga	St. Catharines
Chatham	Stittsville
Chesterville	Tillsonburg
Cobourg	Walkerton
Delhi	Woodstock

Ontario Career Action Centres

Manpower Training Branch, Ministry of Colleges and Universities

DESCRIPTION

Ontario Career Action Centres are designed to integrate career counselling services with specific community needs. These Centres ease the entry of youth into the labour market by providing 'one-stop' counselling facilities. Young people have opportunities to research career information, to learn how to write an effective resume, to acquire useful job search techniques, to role-play job interviews, and to receive individual guidance at the Centres.

To date, Centres operate in four locations with the assistance of the following community colleges: Confederation College, Thunder Bay
Niagara College, Niagara Falls
St. Clair College, Windsor

INFORMATION CONTACT:

Ontario Career Action Program,
Ministry of Colleges and Universities,
2nd Floor, 32 Grenville Street,
Toronto, Ontario M4Y 1A3

Canada Employment Centres on Campus



Canada Employment and Immigration Commission

DESCRIPTION

In response to the particular needs of post-secondary school students, the Commission has established Canada Employment Centres on Campus at a number of colleges and universities. These centres provide employment-related counselling including sessions to develop effective job search skills. By facilitating on-campus recruitment and undertaking aggressive marketing activities, these offices place graduates and undergraduates in full and part-time employment.

INFORMATION

Canada Employment Centres on Campus are located at:

Algonquin College, Ottawa
Brock University, St. Catharines
Carleton University, Ottawa
Fanshawe College, London
Mohawk College, Hamilton
Lakehead University, Thunder Bay
Laurentian University, Sudbury
University of Windsor, Windsor
St. Clair College, Windsor
St. Clair College, Thames Campus, Chatham
Trent University, Peterborough
York University, Downsview
Ryerson P.L., Toronto
University of Ottawa, Ottawa
McMaster University, Hamilton

SGIS—Student Guidance Information Service



Ontario Ministry of Education

DESCRIPTION

SGIS is a computer-based information system designed to support a school's educational and career counselling program.

The SGIS data base consists of five different types of information—careers, trainings (career educational requirements), post-secondary institutions, programs/faculties, and guidance-related information. The data base material is available in both English and French.

This computerized service provides information on approximately 6,000 occupational descriptions, 900 training programs and 150 post-secondary institutions including universities, community colleges, private trade schools, and registered nursing assistants' schools.

A Vocational Interest Search has been added as a component to the system.

INFORMATION CONTACT:

Guidance and SGIS
Senior and Continuing Education,
Ministry of Education,
Mowat Block, 17th Floor,
Queen's Park, Toronto, Ontario
M7A 1B8

Youth Employment Centres



Canada Employment and Immigration Commission

DESCRIPTION

In recognition of the unique problems faced by young people in areas of particularly high youth unemployment, the Commission has established Youth Employment Centres. Specialized staff provide a full range of services, including counselling and referral to appropriate youth programs, such as the Summer Youth Employment Program.

The community is encouraged to become involved with the Youth Employment Centre in developing special activities and a grass roots response to the employment-related needs of local youth.

INFORMATION CONTACT

In Ontario, there are four Youth Employment Centres:

LONDON

120 Queen's Avenue
London, Ontario N6A 1H6

OKVILLE

134 Randall Street,
Oakville, Ontario L6J 1P4

PETERBOROUGH

129 A Hunter Street, West,
Peterborough, Ontario K9H 2K7

SUDBURY

144 Pine Street,
Sudbury, Ontario P3C 1X3

Services to Secondary School Students

Canada Employment and Immigration Commission

DESCRIPTION

To help prepare secondary school students for entry into the labour force, the Commission's School Liaison Counsellors introduce to guidance counsellors, the vocational guidance materials and aids designed by the Commission. They also help to identify employers who are willing to work closely with educators and encourage them to become involved in co-operative education/co-operative work programs. These School Liaison Counsellors, where invited, serve on Early School Leaving Committees to ensure that potential early-leavers have realistic labour market information. Counsellors may visit high schools to provide information on occupations. As well, they may conduct orientation tours of the Canada Employment Centre to explain programs and services to teachers and groups of students.

INFORMATION CONTACT

School Liaison Counsellor at your local Canada Employment Centre.

Skill Training

Canada Employment and Immigration Commission

DESCRIPTION

The Canada Employment and Immigration Commission maintains two major training programs in close co-operation with the Province of Ontario. The training priorities are decided by a joint federal-provincial committee.

The *Canada Manpower Training Program* operates in conjunction with colleges and vocational schools to provide courses which assist unemployed and under-employed workers to increase their skills and opportunities for employment and advancement. This program includes the classroom portions of apprenticeship programs, official language training and occupational skill training.

Training is not limited to youth. Individuals who are at least 17 years of age and who have been out of school for a minimum of one year may be considered for this program.

INFORMATION CONTACT

Local Canada Employment Centre

DESCRIPTION

The *Canada Manpower Industrial Training Program* operates in co-operation with industry. The Commission establishes financial reimbursement contracts with employers or employer associations to assist them in the training of employees. These workers then receive "on the job" training in places of business where emphasis is on skill training and training to meet the needs of industrial development.

INFORMATION CONTACT

Local Canada Employment Centre

CHOICES

Canada Employment and Immigration Commission

DESCRIPTION

CHOICES: The most exciting innovation of late, in the field of vocational counselling is our computerized career counselling system, aptly named **CHOICES**. **CHOICES** includes a file of 1121 primary Canadian occupations and over 3,000 similar occupations to assist clients to set career goals and objectives. In the not-too-distant future, **CHOICES** will also include the Institutions file which will contain comprehensive information on every post-secondary program in every post-secondary institution in Canada. **CHOICES** is available in only a limited number of CECs in Ontario.

Drawing on its large storehouse of occupations, the computer will respond by providing information tailored to the interests and qualifications of the user. The computer will converse in English or French as requested.

CHOICES does not make decisions or pass judgments but allows users to explore all the occupational possibilities that are available to them.

CHOICES is an advanced and sophisticated counselling tool which has gained an international reputation of excellence. Future plans call for the system to provide national and regional information on educational and training programs.

INFORMATION CONTACT

CHOICES is installed at Canada Employment Centres in the following locations:

Thunder Bay	Sault Ste. Marie
Sarnia	Kingston
Sudbury	Hamilton
Ottawa	Kitchener
London	Peterborough
Toronto area: Willowdale, Scarborough, High Park	

Resources: Vocational Guidance



Canada Employment and Immigration Commission

The following is a list of publications and materials on career planning and job search produced by the Canada Employment and Immigration Commission. These materials can be found in local Canada Employment Centres and assist people in exploring career paths and searching for available jobs. Most of these materials are also available in guidance offices in secondary schools throughout Ontario.

Careers Canada

This is a series of magazine-style publications which provide information on 34 different occupational "families" or groups. Each publication outlines the kind of work performed in the occupations, preparation and training required, opportunities for advancement and the future outlook in terms of demand for workers.

Careers Ontario

A series of fact sheets on specific occupations in individual provinces. The Careers Ontario series includes 650 different occupations describing for each the job duties, educational requirements, working conditions and a variety of other factors. This information can be extremely helpful in expanding one's knowledge of different occupations.

Index to Canadian Occupations (I.C.O.)

Many people find it difficult to relate their interests, abilities and job requirements to specific occupations, especially when there are so many possibilities from which to choose. The Index to Canadian Occupations is a systematic method of matching skills, interests and job expectations to a number of occupations which might be suitable. Guidance or Employment Counsellors can supply further information on this valuable career search tool.

Creative Job Search Techniques (CJST) Booklet

Creative Job Search Techniques is a well known and widely used program designed to teach methods of finding suitable job openings and of getting and handling employment interviews. A CJST Booklet has been adapted from this group counselling package and highlights ways to develop an effective job search strategy. Information about the booklet or the CJST workshop may be obtained from your Canada Employment Centre.

Canadian Classification and Dictionary of Occupations (CCDO)

This is the handbook most employment counsellors use. A two-volume set, the CCDO lists and describes more than 6,700 occupations in the Canadian labour market. It also outlines various factors related to particular occupations, including aptitudes required, interests, temperaments and physical activities associated with the occupation, as well as environmental conditions, advancement and transfer possibilities, educational and vocational preparation requirements.

The College and University Program Tables

These post secondary Program Tables list programs of one or more years duration offered in all of the colleges and universities in Canada. These tables help you find where particular programs are offered as well as comparing programs which may be similar or related. The tables are periodically updated to reflect program changes.

Creating a Career

This is a set of vocational guidance workshop materials designed to assist counsellors and educators help their clients develop the skills necessary to identify their employment aspirations and to obtain employment in their chosen field. The Creating A Career package consists of two sections: Career Planning and Job Search.

Information about the kit may be obtained from any Canada Employment Centre or from OCAD Branch, Canada Employment and Immigration, Place du Portage, Ottawa, Canada K1A 0J9

Testing Services

Canada Employment Centres (CEC'S) in most areas offer aptitude, interest and clerical tests for their clients. The General Aptitude Test Battery and the Canadian Occupational Interest Inventory are administered, usually in the CEC itself, to assist workers to identify their employment strengths and basic interests appropriate to various types of occupations. Clerical tests, including shorthand and typing tests, are also offered to help workers estimate their skills in these areas. Further information may be obtained from any Canada Employment Centre.

Forward Occupational Imbalance Listing (FOIL) and Canadian Occupation Forecast (COFOR)

Labour market research into the field of worker supply and demand for the purposes of estimating Canada's future need for workers is an ongoing process. Information concerning a short-term (2 year) outlook is contained in the FOIL publication. COFOR is a longer-term outlook estimating Canada's need for certain types of workers well into the 1980's. Ask your Employment Counsellor for details about these publications.

Information Contact: These resources are available at most Canada Employment Centres. Many are also available in school guidance and placement offices.

valuable information

How to find out where the jobs are.

Once you've decided what kind of job you're after you have to go after it. Now you're really getting into the "look" part of looking for a job.

Here, then, are the steps to take in order to actively look for your job. Don't do just one, do them all.

1. Read the Ontario Youth Secretariat's guidebook "How To Look For A Job"
2. Get your Social Insurance Card
3. Make a self-evaluation list
4. Make a list of the jobs you can do and where you can do them
5. Prepare your application letters and resume
6. Tell every working person you know that you are looking for a job
7. Visit your local employment agencies
8. Read the newspaper want ads, every day
9. Send letters or pay a visit to every place you want to work
10. Follow up your letters with a "did you receive it" phone call
11. Prepare a job-hunt calendar and keep it up to date
12. Prepare yourself thoroughly for your interviews
13. After an interview, send a thank you note

Make The Most of Your Job

In today's full-time job market, every learning experience is a marketable commodity. That is why it is especially important that you contribute all your energies to make the most of any job you accept. The following guidelines can help you make the most of your job:

1. Be sure you fully understand what your employer's expectations are.

2. Be a responsible employee. This means completing your assignments on schedule, being punctual every day, and being able to perform your job 100 percent.

3. Be enthusiastic! One way to show initiative is to lend a hand in another area, so long as it doesn't interfere with your assigned duties.

4. Be cooperative! Personality conflicts with co-workers and superiors will keep you from doing a good job. Deal with them promptly. First with the individual involved and if that doesn't work, discuss the matter with your supervisor.

5. Be sure your appearance reflects the proper respect for your job, your employer and your clientele. Cleanliness and neatness are essential.

6. Be sure to give your employer at least two weeks' notice if you must leave your job. When you leave be sure to request a letter of reference.

7. Be positive. Remember, everything you learn at this job can be useful for the next one; especially if you can make this one a good experience.

What you need to know to work in Ontario

MINIMUM WAGE

The Ontario minimum wage for students working in general industry is \$2.15 an hour. This applies to students under 18 who work 28 hours or less in a week or during school holidays. All non-students and students 18 years of age or over must be paid the minimum rate of \$3.00 per hour.

If students work more than 28 hours a week during the school year they are entitled to the regular minimum wage of \$3.00 per hour. This applies to all hours worked in a week and not just to those in excess of 28.

Student rates do not apply to students working in the construction industry. They must be paid at least \$3.25 an hour.

The minimum hourly rate for an employee who serves liquor directly to a customer in any place for which a license or in a place for which a permit has been issued under The Liquor License Act shall be \$2.50 per hour.

MINIMUM AGES

- In construction, 16 years or older depending on type of work
 - In general industry, 15 years
 - In shops or offices, 14 years
- Young people of 14 and 15 may not be employed during school hours.

OVERTIME PAY

Students in general industry must be paid at the rate of 1½ times their regular rate for all hours in excess of 44 in a week.

STATUTORY HOLIDAYS

Qualified employees are entitled to seven statutory holidays with pay: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day and Christmas Day, or a day substituted for one of the above.

To qualify, the worker must be employed for the three months immediately preceding the holiday, work on 12 days of the 4 work weeks prior to the holiday, and on the regular work day preceding and following the holiday.

If an employee works on any of the days named as statutory holidays, he must be paid a premium rate of 1½ times his regular rate.

VACATION PAY

Employees are entitled to vacation pay at the rate of four percent of all monies earned. No minimum period of employment is required for qualification. Employees must receive vacation pay on termination of employment.

TERMINATION NOTICE

Workers must receive written notice of termination of employment or pay in lieu of notice if they have been employed for three months or more. The length of notice depends on the employee's length of service. However, termination notice does not apply if the employee is dismissed for just cause or is hired for a definite term or task.

REPORT INJURIES

If you suffer an injury, however slight, you are required to report it immediately.

If you see dangerous conditions, report them to your supervisor and, if corrective action is not taken promptly, notify the union official or the nearest Ministry of Labour district office.

WORKMEN'S COMPENSATION

The Workmen's Compensation Act of Ontario provides compensation benefits, medical aid benefits (such as payment of doctors, hospital and drug bills, etc.), rehabilitation services and pensions for employees disabled by work-related accidents or diseases, at no cost to themselves.

Payments for temporary disability are based on 75% of the employee's pre-injury earnings. Permanently disabled employees are awarded lifetime pensions, according to degree of disability. All awards are based on medical evidence and are payable as long as the disability lasts.

Students employed in summer jobs in industries covered by the Act are entitled to all benefits. To find out if you are covered, enquire at the Workmen's Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, or call 965-8851.

INCOME TAX

Normally, as soon as a worker goes on an employer's payroll income tax deductions are automatically made from his wages at source. Student employees may claim exemption from income tax deductions at source by filing a TD. 1 form, supplied by the employer. It must certify that their earnings for the year will not exceed the basic exemption.

DISTRICT OFFICES

For additional information concerning Ontario law, contact the nearest district office of the Ministry of Labour.

Publications Available to Ontario's Youth

In order to provide information on employment facts, job search techniques and careers, brochures are distributed to youth, youth-serving agencies or institutions, and where applicable, employers.

Ontario brochures include:

- **Employment Facts for Ontario Students**—contains valuable information on legislation relative to young people entering the labour market. (Ministry of Labour)
- **What can I do this summer?**—offers constructive alternatives in reply to this question. (Faculty of Education, University of Toronto)
- **Low Cost Small Business Consulting Service**—concentrates on what to do before making an investment of time or money. It provides information on all aspects of small business. (Ministry of Industry and Tourism)

The Ontario Youth Secretariat has prepared the following brochures:

- **How to look for a job**—provides young people with tips on effective job search techniques.
- **How to start your own business**—investigates several aspects of business operations and offers suggestions that contribute to success.
- **How to make the most of your job**—answers questions about what to expect from a new job and what is expected of you.









Federal brochures include:







- **Finding a summer job**—tips on how to find a summer job.
- **Running your own summer business**—designed to assist young people who wish to operate their own summer business. It lists types of businesses that have worked well for other students in the past.
- **Canada World Youth**—produced by that organization.
- **Open House Canada**—produced by the Secretary of State
- **Careers**—produced by the Public Service Commission of Canada

All federal and provincial brochures and other similar information materials are all available at your local Canada Employment Centre, Youth Employment Centre, Canada Employment Centre for Students or Ontario Career Action Centre.


Program Reference Chart

PROGRAM	NUMBER OF POSITIONS	TIME FRAME/ DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
 Summer Youth Employment Program—is a consolidated federal student summer employment program which creates meaningful work for students by financing socially useful projects.	70,000—Canada	May—September/ Varies with each component	Varies according to each project. Preference is given to students.	Project supervisors—up to 50% above Provincial minimum wage Project employees—Prov. min. wage	Canada Employment and Immigration Commission	4
 Experience '80—Experience-based employment program with 90 components offering jobs in broad areas of culture, recreation, social services, education and environment.	10,450—Ontario	May—September Post-secondary employment—April 1/80 All others—April 16, 1980	Program designed for young people. Qualifications vary depending on the position and the component program.	Provincial minimum wage	Ontario Youth Secretariat	5
 Career Oriented Summer Employment Program—Assignments with federal departments and agencies provide students with the opportunity to look at career possibilities which may be available after graduation.	Varies	May—September Recruiting takes place between January & June	Vary with positions. Full-time students at universities, colleges, CEGEP's or technical institutes who will continue studies in 1980—81	Varies with position	Public Service Commission of Canada	5
 Regular Summer Hiring—Ministries and agencies hire students to help them during the summer period.	Approximately 8,500—Ontario	May—September depending on the job. Applications should be submitted in early fall.	Qualifications vary with the different jobs.	Varies with the job.	Ontario Ministries In conjunction with Ontario Civil Service Commission	6
 Native Youth Internship Program—Indian/Metis youth are hired to work in various offices within the Commission	41 in Ontario in 1979. Increased number for 1980	May—September/ varies with each area	Indian/Metis youth 16-25 years	Varies with different positions	Canada Employment and Immigration.	6
 Ontario Career Action Program (OCAP) Program places young people in employment for up to 16 weeks giving them a chance to gain work experience and to develop job skills.	6,000 in 1979—Ontario	16 weeks/ Year-round	Youth 16-24 years who have been out of school for at least three months and who have been unemployed for a minimum of three months.	\$100 weekly training allowance	Ontario Ministry of Colleges and Universities	6

Program Reference Chart

PROGRAM	NUMBER OF POSITIONS	TIME FRAME/ DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
 Canada World Youth 7 month exchange program with developing nations	110 in Ontario	Program A—Begins July Program B—September/Field Staff— Prog A—Feb. 1 Prog B—Mar. 28 Participants A&B Mar. 28.	Canadian citizens or permanent residents. Participants—17-20 years. Field Staff—over 21 years.	Participants—food, lodging & transportation—group leaders—\$930 mo. Co-ordinators \$1,080 per mo. plus travel	Canadian International Development Agency	7
 Ontario Youth Employment Program (OYEP) Subsidies are provided to private sector employers who hire young people for newly created jobs.	Over 40,000 jobs created in 1979.				Ontario Ministry of Intergovernmental Affairs and Ontario Youth Secretariat	7
 Canadian University Service Overseas (CUSO) Overseas postings to assist in the development of third world countries	200-300	year-round	Demonstrated skill in a particular field, academic degree or trade papers. Selection based on personal interview.	Equal to that earned by a similarly qualified and experienced host national doing the same job. Travel and medical costs are met by CUSO	Canadian International Development Agency	8
 Junior Conservationist Award Program—Projects are designed to develop young peoples' appreciation of the concepts of resource management.	35—Ontario	7 weeks July—August/ April 1, 1980	Youth 16-18 years with active membership in a conservation agency. Participants are sponsored by the agency.	\$10 a day plus room and board for 6 day week	Ontario Ministry of Natural Resources	8
 Open House Canada—Reciprocal cultural exchanges between groups of young people from all parts of Canada.	20,000 participants—Canada	Summer/ Varies with each area.	Groups of Canadian Citizens or permanent residents 14-22 years of age.	Not applicable. Travel costs are paid.	Secretary of State	8
 Junior Ranger—Youth learn about natural resources by working in special outdoor work camps.	1,800 in Ontario	July—August/ Applications received from September—February 1.	Students 17 years and not yet 18 years by August 31 and residents of Ontario enrolled in secondary school.	\$10 a day plus room and board. for 6 day week.	Ontario Ministry of Natural Resources	9

Program Reference Chart

PROGRAM	NUMBER OF POSITIONS	TIME FRAME/ DEADLINE	QUALIFICATIONS	RATE OF PAY	SPONSOR	PAGE
 International Youth Exchange Programs—Exchanges offering young Canadians the opportunity to gain work experience in another country.	Approximately 2,500 Canadians in 1979	Some are summer exchanges and others last for up to a year.	Canadian citizens between the ages of 18 and 30 years, in good health and who meet specific requirements for each exchange. Many of the programs are for post-secondary school students.	Varies according to the job and country involved.	Canada Employment and Immigration Canada in cooperation with student and cultural organizations	9
 Involvement in Municipal Administration—work with local government in areas of community planning and administration	374 in 1979, 1980—3000 Ontario	Summer	Post-secondary school students enrolled in urban regional planning/public business administration/urban geography, political science, economics or commerce.	Varies. Municipalities and planning boards receive \$125 a week per youth hired.	Ontario Ministry of Intergovernmental Affairs	9
 Students Training in Industrial Relations—Students hired by the Ministry and placed with sponsoring organizations, companies, unions, law firms and consulting firms to gain exposure to industrial relations.	55—Ontario	May 8—Aug. 22/ Dec. 1, 1979	Senior university and community college students with experience in industrial relations and an academic background in law, business administration, commerce or finance.	\$170 per week (under review)	Ontario Ministry of Labour	10



Ontario Youth Secretariat



Employment and Immigration Canada

Emploi et Immigration Canada